City of Colorado Springs
Community Development Division
2022 CDBG Public Services and Emergency Solutions Grant Application Guide

City of Colorado Springs Community Development Division

The Community Development Division manages the City of Colorado Springs Entitlement funds from the U.S. Department of Housing and Urban Development (HUD). Our mission is to create strong, sustainable, inclusive communities and quality affordable homes for all people in Colorado Springs.

There are three programs that the Community Development Division manages with the City's Department of Housing and Urban Development (HUD) funds:

HOME

HOME funds a wide range of activities including building, buying and/or rehabilitating affordable housing for rent or homeownership. Funds can also be used to provide direct rental assistance to low-income residents. HOME is the largest federal block grant to state and local governments designed exclusively to create affordable housing for low-income households.

CDBG

Community Development Block Grant (CDBG) funds are used to improve local communities by providing decent housing, improved infrastructure, public facilities and services, and improved economic opportunities for low- and moderate-income residents. These funds may also be used for activities that help prevent or eliminate slums or blight or for projects that meet urgent community needs.

ESG

Emergency Solutions grant funding assists individuals and families quickly regain stability into permanent housing after experiencing a housing crisis or homelessness.

Stay informed

If you would like more information on updates, events, and communication from the Community Development Division please visit the homepage at www.coloradosprings.gov/community-development and click on our sign up for updates newsletter sign up.

Eligibility and Funding

Eligibility

Nonprofit organizations, faith-based agencies, and public agencies are all invited to apply provided they are able to meet federal eligibility requirements.

IMPORTANT: Organizations must have active status in the System for Award Management (SAM.gov) and cannot be inactive and/or suspended for any reason. If this will be your first application for federal funds, please be advised the process to register and receive active SAM.gov status can take between 3-6 weeks. It is <u>highly recommended</u> that regardless of your applicant status, organizations review their status in SAM.GOV prior to submitting an application.

Funding

For the 2022-2023 program year the Community Development Division is making the following funding amounts available:

2022 Community Development Block Grant Public Services

$500,000.00

2022 Emergency Solutions Grant

$200,000

Both CDBG Public Services and ESG grants are **<u>reimbursement grants.</u>**

Organizations **must** be able to properly document that all the services and reimbursements associated expenses have been completed PRIOR to receiving payment. All awarded applicants will have until March 31st, 2023 to fully expend their awarded funds.

CDBG Public Services:
Eligibility Basics

The Community Development Block Grant Program (CDBG) was authorized under Title I of the Housing and Community Development Act of 1974. The program was established to provide annual grants on a formula basis to entitlement communities and cities. The focus of the program being to help develop viable urban communities, provide suitable and decent housing, and expand economic opportunities to principally low-and moderate-income communities.

By law CDBG Public Services activities are capped at 15% of a jurisdiction's total CDBG budget. As such it is important to notate that the City typically receives funding requests exceeding four times the available funding.
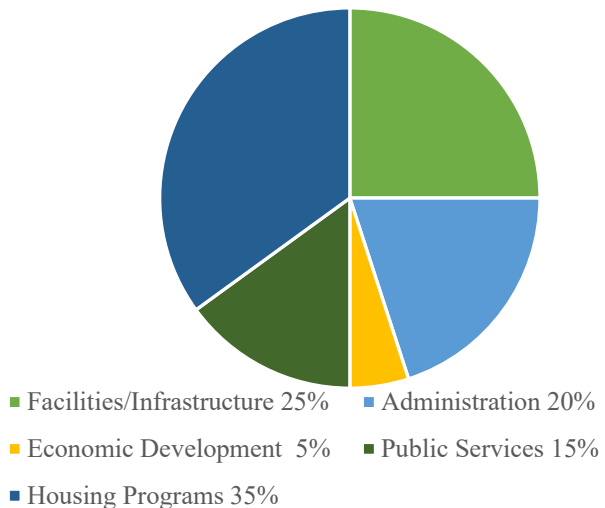
Eligibility

CDBG is a reimbursement grant program and as such the funds generally support the service delivery costs for organizations serving low-and moderate-income populations. As such there are a few eligibility basics that applicants will want to consider if applying for funding:

- CDBG Public Service grants must be used to expand existing services or create new services to serve low-and moderate-income populations.
- In general, organizations that provide social services and/or other types of direct assistance to individuals and/or households are eligible to apply for funds.

In addition , eligible activities for CDBG Public Service funds can be broken into two categories: *Service Delivery Costs* and *Program types.*

CDBG Breakdown

- Facilities/Infrastructure 25%
- Administration 20%
- Economic Development 5%
- Public Services 15%
- Housing Programs 35%

Service Delivery Costs
General service Delivery costs can include items such as:
Salary and Benefits
Supplies
Transportation/Mileage
Overhead(maintenance, utilities ,etc.)

Eligible Program Types
General Programs types that would be eligible include:
Housing Counseling Services or far housing activities
Programs for victims of domestic violence
Nutrition, recreation, childcare, education services, etc.

What is not Eligible under the CDBG Public Services Grant Program?
Items not eligible include:
Political or religious activities
General government activities
Direct income payments(Direct cash payments to clients are NOT an eligible activity)
New Housing constructions

For more information, please visit the HUD CDBG Public Services basic information overview.

Community Development Block Grant: Funding Priorities

CDBG Public Service funding is specifically designed to help improve conditions specific to housing, improved infrastructure, improved economic opportunities, and improved facilities and services to the local community.

As such the Community development Division works diligently to take in feedback from local partner agencies, community feedback, etc. in order to identify the greatest needs within our community. Based upon that feedback and the goals laid on in the yearly action plan.

Applicants

When identifying which priorities your application request best supports think about some of the following:

How does my program/service support the outlined priorities?

Are any of the activities I might need funded activities that are eligible under these priorities?

Housing Stability

These are programs that serve households who have lost their income and seek to keep safe and stable housing. Types of eligible activities include but are not limited to:

- Rental Housing Subsidies
- Security Deposits
- Subsistence Payments

Whole Health and Family Safety

These are programs that address physical and mental health of all generations. Eligible Activities include but are not limited to:

- Youth Services
- Senior Services
- Services for person with disabilities
- Childcare services
- Substance Abuse Services
- Mental health services
- Health services and;
- Food banks

Resilience

These are programs that help individuals and families emerge from incidents of crisis stronger. Eligible activities include but are not limited to:

- Transportation services
- Employment training
- Legal services

Community Development Block Grant:
Documenting Eligible Activities

Providing detailed accurate documentation to support any request for an CDBG eligible activity is critical. Every activity must be tied to eligible beneficiaries. In other words, how does this work directly enable your organization to serve its clients? As this is the case, lets look at a few examples.

Example 1:

ABC Housing Unlimited

Application Request: Salary and Benefits for their newly hired employee Luza.

Potential documentation that could be requested and submitted for reimbursement:

- Timesheets

- Payroll Journal

- Mileage reimbursement documentation

- Benefits Statement

- Job Description

- Eligible Beneficiaries served with demographic breakdown, both unduplicated and cumulative(year to date)

- Client intake forms

What questions should ABC Housing Unlimited consider before submitting and application for CDBG Public Service Funds?

1. How accurate and detailed is our record keeping in relation to Luza's documentable time?
2. Can we track beneficiaries and capture income and/or demographic information?
3. Do we have templates and/or software in place to be able to keep track of Luza's time accurately and in a timely manner?

NOTE: This example would be classified as an eligible <u>service delivery cost.</u>

Community Development Block Grant:
Documenting Eligible Activities

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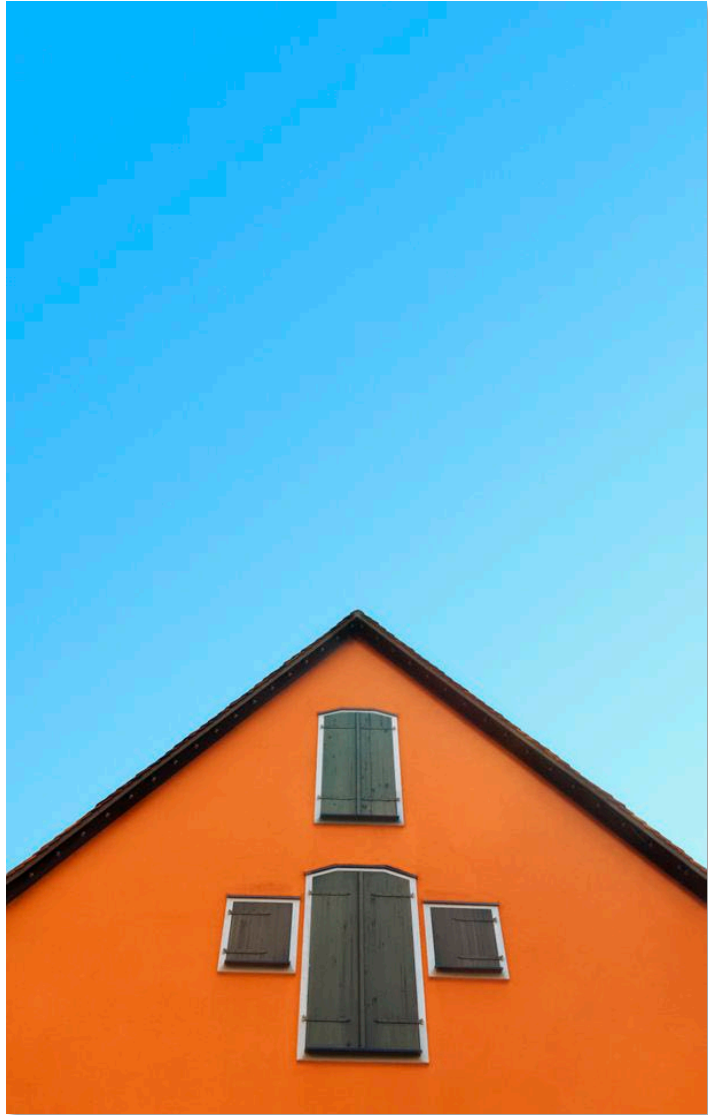
Example 2:

Family Home Services

Application Request: Rental Assistance

Potential documentation that could be requested and submitted for reimbursement:

- Copy of Payments to Property Owner

- Client intake forms with income verification

- Copy of lease and past payment history, etc.

What questions should Family Home Services consider before submitting and application for CDBG Public Service Funds?

1. Do we have a case management model that can gather all of the required documents and manage correspondence with the property owners?
2. How detailed are our client intake forms? Do they self certify their income or do we have a system in place to verify their income status?
3. How do we document that a case activity is specifically related to CDBG? How do we differentiate and document CDBG related case management from non CDBG case management?

NOTE: This example would be classified as an eligible **program type.**

Community Development Block Grant:
Choosing a National Objective

The CDBG Programs entire mission is to serve low to moderate income communities. As such, all CDBG Public Services funding requests received by the City must met the overall objective of benefitting low to moderate income persons(LMI). There are different standards by which jurisdictions and their subrecipients can meet this, depending on the program and activity types.

Which national objective standard does your project meet?

Low to moderate income clientele benefit(LMC)
This can be defined as activities that benefit a specific group of LMI residents regardless of their address. At least 51% of the beneficiaries of the activity and/or program must be low to moderate income persons.

Examples of low to moderate clientele (LMC) benefit activities/programs can include:
- Food Pantries
- Domestic violence Shelters and services
- Rental assistance
- Most public services for vulnerable populations

How would my organization document this objective?
- Client intake forms that capture total income and household size
- Documentation that shows the organizations serves a population presumed to be LMI(Victims of domestic violence, homeless, developmentally disabled adults, elderly, migrant farm workers, etc.)

Low to moderate income area benefit (LMA)
This can be defined as activities or programs that benefit all residents in a defined geographic area(within city limits) that has a majority of low to moderate income residents. Low to moderate income activities/programs serve whole areas that are a majority(51% or more) low to moderate income.

Examples of low to moderate area benefit activities/programs include:
- Community Centers
- Park accessibility
- Neighborhood based transit service improvements

How would my organization document this objective?
- Surveys conducted within the designated service area
- Providing the address of service with current census tract income data.

Important:
Most CDBG Public Services programs/projects fall under the LMC national objective. It is **extremely rare** for a CDBG Public Services programs/projects to fall under the LMA national objective. Applicants who will be selecting this objective need to contact the Community Development Division **before** they submit their fully completed application.

Emergency Solutions Grant: Eligibility Basics

The Emergency Solutions Grant (ESG) program was a result of the revised program from the Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009. The ESG interim rule took effect on January 4th , 2012 and reflected a change in the programs focus to assisting people to quickly regain stability in permanent housing after experiencing a housing crisis and/or homelessness. The ESG program is broken into 5 eligible components which also serve as the outlined priorities for funding for the City.

In order to obtain and award for ESG funding, all ESG subrecipients with the Pikes Peak Continuum of Care (PPCoC) service are must coordinate and integrate, to the maximum extent practicable, ESG funded activities with other programs targeted to people experiencing homelessness. The PPCoC is available to provide a strategic community wide system to prevent and end homelessness.

This requirement is in compliance with section 576.400(b) of the ESG interim rule. In addition, the City requires that all awarded subrecipients of ESG funding comply with the following:

- Participation in the Coordinated Assessment System
- Understanding and compliance with the City of Colorado Springs Written Standards
- Compliance with the ESG administrative requirements
- Establishing a staff member as a point of contact for other case managers and members of the PPCoC

For more information about the Emergency Solutions Grant please navigate to the Community Development Division webpage. In the *About Us* dropdown menu you can learn more about the ESG program.

For information and resources for people experiencing homelessness please visit the City's HelpCOS for more information.

Emergency Solutions Grant: Funding Priorities

The Emergency Solutions Grant (ESG) program was a result of the revised program from the Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009. The ESG interim rule took effect on January 4th 2012 and reflected a change in the programs focus to assisting people to quickly regain stability in permanent housing after experiencing a housing crisis and/or homelessness. The ESG program is broken into 5 eligible components which also serve as the outlined priorities for funding for the City.

For the current round of ESG funding the City has used the 5 eligible components to outline the funding priorities:

Street Outreach

Activities that are designed to meet the minimum needs of the unsheltered homeless populations by connecting them with emergency shelter, housing, and/or other critical health services. **Eligible activities include:** Case management, transportation, emergency health services, services for special populations, and engagement.

Rapid Re-Housing

Housing relocation and stabilization services and/or short and medium terms rental assistance as necessary to help individuals or families living in shelters and/or in places not meant for human habitation move as quickly as possible into permanent housing to help achieve stability in that housing. Eligible activities include: Rental assistance (includes rental arrears), Financial assistance (rental application fees, security and utility deposits, utility payments, last months rent, and moving costs), and finally other general services related to housing stabilization(Housing search and placement, case management, landlord tenant mediation, tenant legal services, and credit repair).

Homelessness Prevention

Housing relocation and stabilization services and short/medium term rental assistance as necessary to prevent an individual or family from moving to an emergency shelter and/or a place not meant for human habitation. The costs of homelessness prevention are only eligible to the extent that the assistance is necessary to help the program participant regain stability in their current housing or achieving stability in other permanent housing.

Emergency Shelter

This priority/component funds operations for low barrier emergency shelters facing extra operational costs. **Eligible activities include:** Essential services(such as patient health services), case management, insurance, food, supplies, maintenance, motel vouchers(ONLY with documentation that shelter system cannot safely accommodate families), renovations(such as rehab or conversion), and operations(utilities/janitorial).

Homeless Management Information System (HMIS)

ESG Funding may be used to pay for the cost of contributing data to the HMIS lead designated by the Pikes Peak Continuum of Care. Only the HMIS lead is eligible to apply for this program component.

For more information please visit [HUD's Emergency Solutions Grant program](#) information page.

Emergency Solutions Grant: Eligibility Basics

Coordinated Entry

Coordinated entry is designed around placing clients who are currently experiencing homelessness into housing. As such, all ESG award applicants will be responsible for demonstrating that they have clear policies and procedures for determining and documenting client eligibility. The aim being that service providers record their outcomes and have clear benchmarks they are working to achieve.

Within two weeks of working with a client, the expectation is that a service provider will close out a clients file by either serving that client, referring them, or notifying the client that they are not eligible for ESG funded assistance. Additionally, it is the expectation of the City that any service provider receiving ESG program funds cannot discriminate against a group of people presenting as a family (e.g., adults and children or just adults), the age of any members family, the disability status of any members of the family, marital status, actual or perceived sexual orientation, or gender identity

What else do I need to know about the process of coordinated entry?

All awarded applicants will be expected to adhere to the HUD outlines requirements to administer ESG program funds. In addition the City will expect:

•   Awarded applicants to be responsible for determining and clearly documenting client eligibility.

•   That applicants understand that the City of Colorado Springs will not reimburse an agency for funds expended on clients that are found to be ineligible for ESG and;

•   Awarded applicants will be expected to adhere to the reporting, performance, and outcome evaluations standards as outlined in the City of Colorado Springs written standards.

For more information please review the City of Colorado Springs Written Standards information page.

Emergency Solutions Grant: Administrative Requirements

In addition to basic eligibility requirements, all awarded applicants will be required to adhere to and implement a series of administrative requirements in the management of ESG program funds.

One of those administrative requirements is Match.

What is Match?

Per the City of Colorado Springs written standards awarded subrecipients are required to make a matching contribution in the amount that equals (100%) of the amount of ESG funds allocated by the City.

If awarded, subrecipients must establish and maintain sufficient records to enable the City and HUD to determine whether ESG requirements are being met. Documentation must show that ESG grant funds were spent on allowable costs in accordance with the requirements for eligible activities. In addition, subrecipients must maintain all case file records including records for persons seeking assistance determined to be ineligible.

What can be used as a Match Source?

Matching contributions can be obtained from any source including any federal (non ESG) source, as well as state, local, and private sources. Possible sources of match include:
- Cash
- The value or fair value of any donated material or building
- The value of any lease on a building
- Any salary paid to staff to carry out the program of the recipient
- The value of the time and services contributed by volunteers

IMPORTANT: Federal sources are not prohibited from being used as an ESG matching contribution so long as that source is not and has not been previously used as a matching fund. It is important that if awarded, subrecipients ensure the laws governing any of those federally funded sources used as a match does not prohibit their use as a matching fund.

Match Requirements

A matching funding source:
- Must be a 1 to 1 match
- Must be for the same time period and same project
- Can be made up of a variety of sources and;
- Funds **must be** used for ESG eligible clients and/or activities

Double Dipping: If ESG funds are used to satisfy requirements of another federal program, funding from that program cannot be used to satisfy the matching requirements of ESG. Contributions that have been or will be counted as satisfying a match requirement of other federally funded programs may not be used as a match for ESG funding.

Additional Information

All matching funds must be expended by the end of the program year (March 31st 2023). It is important that applicants who intend to apply for ESG funds fully understand the compliance requirement of matching funds for the program. For additional information please visit the City of Colorado Springs written standards information page.

Emergency Solutions Grant: Administrative Requirements

In addition to basic eligibility requirements, all awarded applicants will be required to adhere to and implement a series of administrative requirements in the management of ESG program funds.

Some additional requirements include:

Habitability standards

Per the City of Colorado Springs written standards awarded subrecipients are required to ensure that shelter facilities meet minimum habitability standards as outlined in 24 CFR part 576.403(b).

If awarded, subrecipients must establish that the property of which the shelter is located has been inspected and certified through form J.1. Shelter standards of the City of Colorado springs written standards. For information on the standard requirements applicants may access the form here.

Lead Based Paint

The Consumer Product Safety Commission banned the use of lead in house paint in 1978. Prior to 1978, lead based paid (LBP) was commonly used in homes; the older the home the higher concentration of lead in the paint. Title X, the Residential Lead Based Paint Hazard Reduction Act, was passed in 1992 requiring several federal agencies and the Environmental Protection Agency(EPA) to cerate regulations designed in part to protect people especially children living in pre-1978 homes where LBP may have been used.

Any time federal funds are used for housing assistance and the living space or unit was built prior to 1978 LBP requirement are triggered. If awarded, shelter providers and/or those providing housing assistance must adhere to the compliance requirement of LBP outlines in HUD'S guidance on Lead-Based Paint requirements.

Environmental Review

An environmental review considers the potential impact a proposed project could have on the surrounding area, and the impact the surrounding area could have on a project.

If awarded, subrecipients and their contractors **shall not** rehabilitate, convert, or renovate a shelter or prospective shelter until the City has performed an environmental review. Once the review is complete an approval and/or denial will be provided for a subrecipient to continue with activities.

Additional Information

If your organization is looking to perform a construction/renovation project, please contact the Community Development Division **before submitting an application.** 99% of facilities and infrastructure projects should fall within the CDBG Public Facilities and Infrastructure funding program. Applicants should not submit construction/renovation type requests under any other program.

Grant Compliance: Record Keeping

Regardless of the HUD funded program recordkeeping and reporting your funded activities is crucial to the success of an organizations CDBG/ESG projects.

An inability to adhere to good recordkeeping and reporting standards may lead to findings within a HUD funded program, of which resolving those findings will be difficult. To document activities adequately organizations will need to know:

- What information an organization needs to collect and why.
- When information needs to be collected(and how often)
- How information is reported
- How information is acquired and;
- The required retention period for records.

Recordkeeping Requirements

The City of Colorado Springs may ask at any time to review any and all documents related to the administration of the HUD funded grant. As such, applicants should be aware that the City's expectation are as follows in regards to maintaining records:

- Records kept have been reviewed for accuracy
- Records are legible(Ex. Documents are not blurry or hard to decipher visually. Faint photo copies, cell phone pictures, dark scans, etc. would be just a few examples of documents that are illegible).
- Records are complete and;
- Records provide detailed information

If requested, Community Development Division staff should be able to determine with ease if requested records and/or backup documentation is eligible, accurate, concise, and complete upon submission. It is important to note that all records must be maintained in its entirety for the duration of the awarded grant plus an additional 6 years.

HUD Requires that the City of Colorado Springs keep records on file that are accurate, complete, and orderly. As such, all awarded organizations are responsible for maintaining their records in the same accurate, complete, and orderly fashion. Subrecipients are responsible for maintaining records in at least 3 major categories:

Financial Records
Project/Case File Records
Administrative Records

In addition to program goals and project eligibility, applicants should evaluate with their organization staff some of the following:

- How are records maintained?(Electronic vs. Manual)
- Are our records easily accessible?
- How do we maintain and provide our back up documentation for grant reimbursement?
- How do we keep our records secure?
- Does more than one grant administrative staff member in our office have access to our records?
- Would our records/backup documentation be clear, concise, and easy to decipher for audit purposes?
- Would we be able to provide backup documentation for beneficiary data (depending on the program) to support our requests for grant reimbursement?

For more information on record and reporting please see Chapter 5 of HUD's Playing by the Rules guide.

Grant Compliance: Reporting

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- What information an organization needs to collect and why.
- When information needs to be collected(and how often)
- How information is reported
- How information is acquired and;
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Reporting Requirements

In addition to maintaining recordkeeping requirements, subrecipients will be expected to report on programmatic outcomes. These reports can be monthly, quarterly, or upon request by the City. Applicants should consider the following:

- Do we have staff with more than 1 year of grant management experience? If not, are we open to providing our grant management staff with the training and skills needed to properly manage a federal award?
- How well does our grant management staff communicate with our program staff? Would it be effortless for our program, financial, and grant administrative staff to work together to gather data and meet monthly/quarterly reporting requirements in a timely manner?

Reporting periods

For CDBG awarded subrecipients will be required to report on a monthly basis. The close of the reporting period is the end of each month with the report being due the 15th of the following month after the period close.

For ESG awarded subrecipients will be required to report on a quarterly basis with the report being due on the 15th of the next month after the period close. **IMPORTANT:** These reporting requirements are fixed requirements.

Reporting Data

Reporting Data for HUD funded Grants Typically Fall within two categories: Expense Data and Beneficiary Data. For each, applicants should consider they may need to provide the following in their reporting:

Expense Data:
- Payroll Registers/Paystubs/Timecards/Timesheets
- Copies of Checks
- Invoice Data
- Receipts, etc.

Beneficiary Data
- Case management records
- Specific Data on unduplicated race/ethnicity of served clients
- Head of Household Data
- Information on monthly performance issues and resolutions
- Information on client income broken down by AMI, etc.

For more information on record and reporting please see Chapter 5 of HUD's Playing by the Rules guide.

Grant Compliance: Overview for Grantees 2 CFR Part 200

All grant recipients/subrecipients are required to adhere to the code of federal regulations that specifically outline the uniform administrative requirements, cost principles, and audit requirements for receiving a federal award. This regulation is known as Overview for grantees and/or Uniform Guidance 2 CFR part 200.

These regulations cover the following areas for federal grant management:

- Internal Controls
- Procurement Standards
- Conflicts of Interest
- Program income
- Direct and Indirect Costs
- Cost Principles
- Standards for Financial Management
- Audit Requirements

- Applicants for grant funding will need to ensure they have reviewed these requirements with their grant/programmatic staff for compliance if awarded.

- For more information please visit HUD 2 CFR Part 200 Uniform Guidance Webcast Series.

Organizations that receive grant funding from the City of Colorado Springs Community Development Division are expected to fulfill and uphold the following if awarded:

- Notify the City of Colorado Springs of significant changes in any of the following: Outcomes, policies/programs delivery structure, facilities, and/or organization program. It is the expectation that any such changed will be discussed with the city of Colorado springs to resolve problems that may arise.

- Accept and expend the grant funds provided by the City of Colorado Springs for the program year covered in their written agreement.

- Provide monthly/quarterly/yearly reporting as outlined in the written agreement and/or as requested during the compliance monitoring by the City of Colorado Springs.

- Establish and maintain a system for measuring client outcomes which will reflect the programs effectiveness as stated in its objective.

- Achieve compliance and remain prepared for periodic on-site monitoring visits. Any City requests for documentation should be submitted by awarded subrecipients in a complete, accurate, and timely manner.

- Maintain systems of organization and operate according to clear guidelines of responsibility and authority.

- The organization is compliant with all state and federal laws and regulations and upholds 501(c) b tax exempt status(if applicable).

- Keep complete and accurate records in accordance with the financial accounting standards board(FASB)

- Ensure that services funded by these grant funds are provided to all persons without regard to age, gender, race, religion, national origin, disability, sexual orientation and/or any other barriers to participation.

For more information about grants requirements and how to locate and applying for grants please visit the U.S. Department of Housing and Urban Development Grants information page.

Submitting Your Application: Things to Consider

Every year the City of Colorado springs aims to forge new collaborations and deepen existing partnerships with our organizations who are investing in our wonderful community and its citizens. Before moving forward with submitting an application we ask applicants to evaluate and consider the following?

- Has our organization applied for funding in the past? If so, what were some of the challenges and triumphs in the administration of those funds?

- Are we prepared internally to handle reporting, audit, fiscal, and monitoring requirements for utilizing federal funds? If we were to lose support staff, do we have a backup plan for staying compliant?

- If awarded is our organization read to carry out our proposed work? Can we hit the ground running?

- Is this financially feasible? Have we explored all our options for funding outside of HUD grant programs? If we are not approved for grant funding how will we fill the gap?

- Is our board not only aware of this application but supportive? How involved will they be in the overall process?

- Does our organizations services fit into the landscape of area service providers? How do we ensure we are not duplicating services?

- Does any of our administrative and/or program staff have grant management experience?

- Will we be able to gather the required documentation to not only meet application deadline, but also meet reporting deadline in the future?

IMPORTANT: The award of grant funds will be based, in part, upon some of the factors listed here. It is important applicants consider these factors along with eligibility and grant administrative requirements.

Submitting Your Application:
Get Prepared

1. Complete Your Registration

- ❑ **Neighborly:** All applicants must register through the City's online grant application platform Neighborly Software. Please visit the neighborly software portal to register your online profile and the grant application. IMPORTANT: All grants submissions must be made through the Neighborly Software platform. No paper applications are accepted.
- ❑ **SAM.GOV Registration:** All applicants must be registered in the System for Award Management to do business with the U.S. government. This requires that each applicant have an active Unique Entity Identifier (UEI) available for review. Please visit SAM.gov to register and/or check your organizations UEI status. IMPORTANT: If you are applying for federal funds for the first time it can take 6-8 weeks for your entity to be reviewed and approved in SAM.GOV. You cannot receive an award without a UEI and active SAM.gov registration.
- ❑ **HMIS/VSPID:** Please contact your HMIS administrator at Community Health Partnership to confirm your HMIS/VSIP # and/or for assistance obtaining one.

2. Review Additional Materials

- ❑ For ESG applicants, review a copy of the City of Colorado Springs Written Standards
- ❑ Review additional information on HUD funded grant programs and projects by visiting the HUD grant information page.
- ❑ Review Frequently Asked Questions
- ❑ For training information on HUD funded programs please visit the HUD Exchange Training information page.

3. Get Prepared

- ❑ Review the 2022 Frequently Asked Questions and Documents Glossary
- ❑ Register to at least one digital workshop sessions
- ❑ Gather your administrative, programmatic, and/or finance staff and inform them of the application requirements

4. Submit Your Application

Neighborly portal access will begin on *March 4th 2022 at 12am MST*. All applications (both CDBG and ESG) for grant funding must be submitted by March 25th 2022 at 11:59pm MST. NO EXCEPTIONS.

The Community Development Division will host 3 digital office hour sessions to answer application questions and offer technical assistance on submitting an application. (Digital office hours listed in the Additional Information page below).

Please note: Before attending the digital office hours workshop please have the representative your organization plans to have attend review the application guide and associated materials **before they choose a session.** Time is limited and a full review of the guide **will not** be a part of the workshop.

Before submitting your final application:
- ❑ Have all the sections of the application been fully completed and questions been reviewed for accuracy?
- ❑ Have all the required documents been reviewed and uploaded?
- ❑ Are all the interested parties in your organization aware the application is being submitted? (Please be advised once submitted application review and award takes approximately 4-7 weeks).

Additional Information

Grant application review by internal city staff and external community volunteer reviewers will begin on March 28th 2022. This process will last approximately 4-7 weeks. After completion, grant applicants will be notified of their approval or denial status of their application.

Questions?

For grant application questions and information please contact Naomi Clark at naomi.clark@coloradosprings.gov or 719-385-6609. For general information about the Community Development Division and our current activities please visit the Community Development Division webpage for more details. Please check out our Stay Informed sign up located in the upper right-hand corner of the homepage to receive division updates, upcoming events, and community information.

Digital Workshop Information
Digital Workshop Session #1: Monday March 15th, 2022 10am-11am MST.

Join on your computer or mobile app Click here to join the meeting

Or call in (audio only)

+1 720-617-3426,,799511161#   United States, Denver

Phone Conference ID: 799 511 161#

Find a local number | Reset PIN

Digital Workshop Session #2: Tuesday March 15th, 2022 1pm-2pm MST

Join on your computer or mobile app

Click here to join the meeting

Or call in (audio only)

+1 720-617-3426,,887069328#   United States, Denver

Phone Conference ID: 887 069 328#

Find a local number | Reset PIN

Digital Workshop Session #3: Friday March 18th, 2022 11am-12pm MST

Join on your computer or mobile app

Click here to join the meeting

Or call in (audio only)

+1 720-617-3426,,198553210#   United States, Denver

Phone Conference ID: 198 553 210#

Find a local number | Reset PIN